

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> HVAC Technician	<b>Job Family:</b> 24
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 6

**Definition:** To maintain, modify, repair and perform highly specialized skilled facility maintenance work in the area of heating, ventilating, air conditioning, refrigeration and electrical control systems for City-owned facilities.

**Distinguishing Characteristics:** This is the advanced journey-level class. Positions at this level are distinguished from other facilities maintenance positions by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of duties, including performing technically complex facility maintenance duties requiring specialized knowledge, skills and abilities in the area of heating, ventilating and air conditioning systems and/or providing lead supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical or lead supervision over lower level positions or individuals with less seniority.

**Supervision Received and Exercised:** Receives direction from the Facility Maintenance Supervisor; may exercise technical supervision over other assigned maintenance personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Perform skilled maintenance, repair and installation work related to facility heating, ventilating, air conditioning, refrigeration and electrical control systems.
2. Assist in developing work plans, procedures and schedules; review work orders and scope of work.
3. Order supplies and equipment for work projects; maintain records of purchase orders.
4. Maintain equipment inventory and service history.
5. Coordinate and review the work of outside contractors, as necessary.
6. Handle complaints and answer questions from City departments and the public, as necessary.

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7. Perform emergency repairs, as necessary; establish proper safety devices in doing such work.
8. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
9. Maintain logs of daily activities.
10. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices related to the construction, repair and installation of facility heating, ventilating, air conditioning, refrigeration and related electrical systems; principles and practices of safe work habits; pertinent department rules and procedures; and pertinent building codes related to facility and HVAC maintenance.

Ability to: Operate specialized tools and equipment skillfully and safely, such as welding equipment, braziers, etc.; perform skilled facility and HVAC maintenance duties; perform heavy manual labor, as necessary; understand and follow oral and written instruction; establish and maintain effective working relationships with those contacted in the course of work; and read and interpret blueprints and schematic drawings.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible facility maintenance experience with one year of skilled HVAC system maintenance. Training equivalent to the completion of apprenticeship training in HVAC systems. HVAC Technician certification preferred. Completion of City's or college-level supervisory training course prior to or within two years of appointment.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Established October 1991 (F)

Revised May 1995

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